

NATIONWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:
17-291A

OPENING DATE:
14-Jul-2017

CLOSING DATE:
4-Aug-2017

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:

Human Resources Assistant (IPR), GS-0201-07, E7/MSgt(promotable) -SMSgt/E8, MPCN:00836241L

****Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.****

APPOINTMENT FACTOR:
OFFICER ☐ ENLISTED ☒

AFSC:
3S071

ASVAB:
A-41

LOCATION OF POSITION: 161st Air Refueling Wing, Phoenix, Arizona

AREA OF CONSIDERATION: This position is the Active Guard and Reserve Force and is **open to current members and those eligible for membership of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

NOTE: Open to MSgt/E7 immediately promotable to E-8(SMSgt) and current E-8/SMSgt.

NOTE: Must have 11 years Sat Service, 7 Skill Level, 2 years TiG, SNCO Academy and CCAF degree .

NOTE: Placement/Promotion is contingent upon Control Grade Availability.

NOTE: Must possess AFSC 3S0X1 or 3S3X1

NOTE: PERSCO and DCAVES Training is highly preferred

NOTE: Must possess a Secret Security clearance

NOTE: This position is UTC Tasked and subject to involuntary deployments.

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores.**
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and AF Form 1042 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

The following documents are not required but strongly recommended for validation of experience/education:

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.20.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to communicate orally and in writing and to deal cooperatively with others to obtain needed information, to complete required case processing, and to explain decisions or recommendations to interested parties.
2. Knowledge of the overall requirements, objectives, practices, and peculiarities sufficient to advise commanders, managers, and supervisors on applicable matters.
3. Knowledge of automated system(s) supporting military deployment management functions and the ability to retrieve data for studies, projects, and analytical reports.
4. Ability to use personal computers with different software applications (i.e., Microsoft Word, Adobe Acrobat, Form Flow, Microsoft Excel, Microsoft Access, Microsoft Power Point). Ability to prepare presentations, graphs, charts, and tables. Knowledge of Internet applications to obtain pertinent information.
5. Ability to provide oversight and execution of multiple programs and functions simultaneously.
6. Ability to provide highly effective leadership/mentorship to subordinates; merging their talents, skills and resources with other teams' functions to most effectively accomplish the mission.

SPECIALIZED EXPERIENCE:

Must have at least 12 months experience, education, or training involving the administering, delivering, maintaining, advising and adapting basic concepts, principles, and theories of Human Resources to the unique organizational, management, and mission requirements.

BRIEF JOB DESCRIPTION: The IPR is an office in the FSS responsible for providing installation wide personnel deployment planning and execution and personnel support in matters pertaining to deployment availability (DAV) information, personnel accountability, and duty status reporting for contingency, exercise, and deployments. Serves as the FSS war planner for the personnel facet of all contingencies, exercises, and deployments. Maintains familiarity with all tasked OPLANs and other taskings requiring movement of personnel. Works with the IDO to ensure the base's installation deployment plan covers all aspects of processing and accounting for moving forces IAW AFI 10-403. Develops personnel inputs to base deployment plans, COOP plans, and emergency action plans. Works with IDO, the FSS commander and the PDF chief in developing centralized in/out- processing procedures in support of plans requiring mass movement of forces. Serves as the Personnel Control Center (PCC), reporting directly to the battle

staff during exercises, inspections, disaster control exercises; and accomplishes personnel actions required to respond to natural disasters, chemical, biological, or nuclear attacks/accidents. Provides on-site commanders and staff with the capability to rapidly determine how many personnel, by skill, are available at any given time. Provides the capability at all organizational levels in cases of catastrophic events, to monitor the status, progress, and capability of the base's forces, including augmented forces.

SELECTING OFFICIAL: Maj Cheryl Shewbert
